

Element	Definition	Where is it in the SIS	Who will enter the data	By when	Who will verify
State Testing Identifier	Unique Testing Identifier provided by EIMS				
Unique Local Student Identifier	Locally assigned code that uniquely identifies a student within the division. Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.				
Responsible Division Number	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.				
Responsible School Number	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.				
Serving Division Code	Three-digit state-assigned Division number that identifies the division or agency that provides services to the student.				
Serving School/Center Code	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.				
Racial/Ethnic Code	A code that identifies the racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.				

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Gender Code	A code that identifies the student's gender.				
Primary Disability Code	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP).				
Disadvantaged Status Flag	A flag that identifies a student as economically disadvantaged if the student: 1) is eligible for Free/Reduced Meals, (At any point during the school year) 2) receives TANF, or 3) is eligible for Medicaid.				
LEP Status Code	A code that identifies the proficiency status of a student with Limited English Proficiency  as of October 1st (or the date the student was originally found eligible for services if it was after October 1 of the current school year)				
Graduate /Other Completer Code	Code that identifies the type of graduation diploma or completion document that the student received				
CTE Finisher Code	State assigned code used to identify if the student has participated in any CTE classes or programs				

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CTE Special Populations Code	Code used to identify the CTE special populations of the student that are not already collected in other elements. See your local CTE for Administrator assistance.				
Diploma Seal	State assigned code to identify any and all diploma seals earned by a graduate.				
CTE Dual Enrollment Flag	Flag used to identify the student has taken one or more CTE dual enrollment courses while in high school. Include only Career and Technical Education courses taken at a community college or other institution. Do not include academic or other elective cou				
CTE Competency Attainment	Flag used to identify CTE Completers who have attained 80% of the minimum competency task list.				
CTE Completer Program Code	State assigned code of the CTE Program completed by the student. The CTE Completer Program Codes are not the same as the course codes.				
Address line 1	The house number and street or post office box of the CTE Completer.				

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Address line 2	Continuation of Address line 1, if needed				
Zip Code	The Zip Code of the CTE Completer's mailing address				
Telephone Number	A telephone number of the CTE Completer Include the area code and 7-digit phone number. Parentheses, dashes or other special characters are implied do not include them with the telephone number				
Student's First Name	Student's First Name				
Student's Middle Name	Student's Middle Name				
Student's Last Name	Student's Last Name				